Call to Order
Chair Jay Nardini called the meeting to order on October 22, 2019 at 6:00 p.m. and led those present in the Pledge of Allegiance. Present: Mr. John Allan, Ms. Barbara McGregor, Mr. Casey McLaughlin, Ms. Teresa Meyer, Mr. Jay Nardini, Mr. Todd Rohlfsen, and Ms. Joan Webster-Vore. Absent: Mr. Bruce Clark and Ms. Shari Sell-Bakker.

Others present: Dr. Todd Holcomb, President; Dr. Jane Bradley, Provost and Vice President of Academic Affairs; Mr. Daniel Gillen, Vice President of Administration and Finance; Ms. Kathy Flynn, Vice President of Enrollment Services; Mr. John Clopton, Executive Director of Human Resource Services, Ms. Holly Johnson, Executive Director of Institutional Advancement; and Mr. Aaron Sauerbrei, Executive Director of Business and Community Education.

Adoption of Agenda
Moved by Mr. Rohlfsen seconded by Mr. McLaughlin to approve the agenda as reviewed:

I. Call to Order and Pledge of Allegiance
II. Adoption of Agenda
III. Comments by the Public on Items on This Agenda
IV. Declaration of Conflict of Interest
V. Consent Agenda
VI. Consider approval of the first reading of amendment to GP-10 Governance Succession Planning policy to change the language of item #2, first bullet as presented.
VII. Assess the monitoring report for Ends #1 (Students have knowledge, skills and attitudes for success in their chosen field) monitoring report to determine if it demonstrates compliance with a reasonable interpretation of the policy.
VIII. Assess the monitoring report for policy EL-5 Financial Condition and Activities Items #1-5 to determine if it demonstrates compliance with a reasonable interpretation of the policy.
IX. Approve the September 13-October 10, 2019 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and make them a part of the official minutes.
X. Adjournment
Motion carried unanimously.

Comments by the Public on Items on This Agenda
There were no comments by the public on items on this agenda.
Declaration of Conflict of Interest
There were no conflicts of interest reported by board members on items on this agenda.

Consent Agenda
Moved by Mr. Allan seconded by Ms. Webster-Vore to approve the following consent agenda item: September 24, 2019 regular board meeting minutes. Motion carried unanimously.

President’s Report

**Concurrent Enrollment Overview – Presentation by Mr. Jason Streed, Associate Director, High School Relations and Recruitment**

Mr. Streed explained that *Concurrent Enrollment* is the umbrella term for all college credit classes taken by high school students. Students take classes at a variety of sites and in a range of delivery methods: at their high school, at a Hawkeye center (Western Outreach, Independence, Van G. Miller Adult Learning Center), Hawkeye’s main campus, and online.

Stakeholders in concurrent enrollment include: students and families; high school counselors, teachers and administrators (including school boards); employers; Hawkeye’s faculty, deans, and other administrative staff (including the offices of Admissions, High School Relations, Records & Registration, and Student Services).

The courses students can choose are determined by their school district and listed in an *Educational Service Agreement* (ESA), a contract with the College approved by the district’s school board. The ESA also specifies each party’s responsibilities, as well as details like billing rates.

The ESA ensures concurrent enrollment is delivered in accord with both Iowa law and accreditation standards. The Iowa Department of Education’s publication *Senior Year Plus* serves as the statewide guide to concurrent enrollment, while accreditation is determined by the National Alliance of Concurrent Enrollment Partnerships (NACEP). Hawkeye was recently honored with reaccreditation by NACEP.

Courses taught by qualified high school staff account for about 2/3 of all concurrent registrations. High school teachers are approved by Hawkeye’s deans according to standards established by the Iowa Department of Education. To teach liberal arts courses, teachers must have a master’s degree with 18 graduate hours in the subject; career technical education teachers must have either a bachelor’s degree or special training and 6,000 hours of recent, relevant experience in their field.

Hawkeye Community College High School Relations staff holds registration sessions at all participating schools, usually in both fall and spring. Students use a customized system to choose from courses approved by their district. After the school counselor approves each student’s selections, Hawkeye registers the student in the College’s system.
Districts are charged for students enrolled in a course on a date specified in the contract. The charge per student is determined by whether the teacher is employed by Hawkeye or the district.

In 2019, new monies from the Iowa Department of Education allowed community colleges to entirely subsidize summer concurrent programming. Hawkeye’s summer program allowed 57 students to complete their Certified Nursing Assistant (CNA) training at no cost to students, schools, or Hawkeye. These monies will be available for the 2020 summer term as well.

The most popular courses in fall 2019:

<table>
<thead>
<tr>
<th>Arts &amp; Sciences</th>
<th>Career &amp; Technical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Oral Communication</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>Composition I</td>
<td>Introduction to Health Professions</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>Nursing Assistant</td>
</tr>
<tr>
<td>Statistics</td>
<td>Introduction to Residential Construction</td>
</tr>
<tr>
<td>Western Civ I – Ancient &amp; Medieval</td>
<td>Construction Safety</td>
</tr>
</tbody>
</table>

Registrations by course site and delivery method:

<table>
<thead>
<tr>
<th>Course Site</th>
<th>Registrations</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>1,734</td>
<td>57.1%</td>
</tr>
<tr>
<td>Web</td>
<td>743</td>
<td>24.5%</td>
</tr>
<tr>
<td>Western Outreach Center</td>
<td>426</td>
<td>14.0%</td>
</tr>
<tr>
<td>Independence Center</td>
<td>87</td>
<td>2.9%</td>
</tr>
<tr>
<td>Main Campus</td>
<td>42</td>
<td>1.4%</td>
</tr>
<tr>
<td>Adult Learning Center</td>
<td>3</td>
<td>0.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3,035</strong></td>
<td></td>
</tr>
</tbody>
</table>

In 2018-19, 1269 high school seniors took at least one Hawkeye course; of these, 489 (38.5%) applied to Hawkeye and 328 (25.9%) enrolled after high school graduation. The national average for matriculation of concurrent students is under 20%.

Top Programs of Matriculating Students:

<table>
<thead>
<tr>
<th>Program</th>
<th>Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts</td>
<td>139</td>
</tr>
<tr>
<td>Pre-Nursing</td>
<td>72</td>
</tr>
<tr>
<td>Business Administration</td>
<td>30</td>
</tr>
<tr>
<td>Ag Business Management</td>
<td>22</td>
</tr>
<tr>
<td>Pre-Dental Hygiene</td>
<td>14</td>
</tr>
<tr>
<td>Police Science</td>
<td>10</td>
</tr>
<tr>
<td>CNC Machining</td>
<td>8</td>
</tr>
<tr>
<td>Digital Mass Media</td>
<td>8</td>
</tr>
<tr>
<td>Pre-Civil &amp; Construction</td>
<td>8</td>
</tr>
<tr>
<td>Veterinary Assisting</td>
<td>8</td>
</tr>
</tbody>
</table>
Board Education
September 26, 2019 Foundation Board Meeting Report – Trustee John Allan

Mr. Allan reported that the Foundation Board welcomed Dr. Todd Holcomb to his first Foundation Board meeting. The bulk of the meeting focused on Dr. Holcomb’s remarks about his first quarter as president, his experience working with a foundation board, and his hopes for building a strong relationship with them as partners in the community. He also provided the board members an opportunity to ask questions.

Regular business conducted during the meeting included the review and approval of the Foundation’s policies for the coming fiscal year, as well approval of the proposed schedule of Foundation Board meetings for 2020.

October 10, 2019 IACCT Board Meeting – Presentation by Trustee Jay Nardini

On behalf of Trustee Clark, Chair Nardini reported on the October 10, 2019 board meeting of the Iowa Association of Community College Trustees. There was a special presentation by Cody Edwards, Iowans for a Skilled Workforce Legal Council, entitled ISW Contribution and Distribution Guidelines.

The IACCT website has been updated and is a great source of information. For example, the Department of Education’s Condition of Community Colleges report is available through a link on the IACCT website.

ACCT Leadership Congress Report – Presented by Trustee Jay Nardini

Chair Nardini reported on the 2019 ACCT Leadership Congress which he attended along with Trustee Clark and President Holcomb.

Mr. Nardini attended a portion of the ACCT Board Meeting. He served as a trustee ambassador, greeting and directing attendees. He attended the state coordinators meeting and then the opening general session. The keynote speaker was Barry Posner, Ph.D., professor of Leadership at Leavey School of Business, Santa Clara University. Dr. Posner spoke about Leadership in Higher Education and then signed his book entitled The 5 Practices of Exemplary Leadership for those who bought one. The five practices are Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart.

Mr. Nardini reviewed highlights of the various concurrent sessions he attended including:

- Building a Strong Team through Retreats and Evaluations
- Intentional Developmental Relationships Through Communication and Trust Building Between Board Members and CEO’s
- First Amendment Update, Title IX Developments and Review of the Latest Higher Ed Legal Issues Facing Community Colleges
- Using Shared Governance Systems to Improve Student Success
Strengthening Board Governance: Improving Outcomes While Building Relationships

He met with Dr. Holcomb and Dr. Brad Ebersole who will be facilitating the upcoming board retreat to work on the agenda as well as review the responses from the Retreat Planning Survey. He attended a presentation of several Phi Theta Kappa Workforce Pathway Scholarship awards and panel discussion entitled *The Future of Public Higher Education Governance*. He also attended the Central Region Caucus, the ACCT Welcome Reception, and the IACCT reception.

Mr. Nardini said during the Central Region Caucus, Mr. Clark was elected to a two-year term on the Central Region Nominating Committee. Additionally, Mr. Nardini reported that he was elected to a three-year term to the ACCT Board of Directors as one of the two Central Regional Directors.

Mr. Nardini attended the ACCT Senate Meeting with Mr. Clark. He attended a session entitled *Implementing Strategic Enrollment Management for Sustainable Enrollment Gains* which he said was of particular interest because this presentation was about successful efforts to turn around five years of declining enrollment. He then attended the Regional Awards Luncheon featuring keynote speaker Michelle Weise, Senior VP of Workforce Strategies and Chief Innovation Officer of the Strada Institute for the Future of Work who spoke on the digitization of education and work. The Annual Awards Gala took place that evening.

Mr. Nardini attended the closing general session where ACCT Board President Connie Hornbeck turned over the gavel to incoming chair Dawn Erlandson, a Trustee from the Minnesota State Colleges and Universities.

Mr. Nardini thanked the board for allowing him to attend the conference.

Chair Nardini reported on behalf of Trustee Clark that he attended a Shared Governance session which discussed *should we, and if so, how should we communicate and develop relationships with staff?* Other topics discussed throughout the sessions he attended included: what can the board do to help in transitioning our new president; community colleges are changing lives and creating futures; serving the greatest needs with the fewest resources; and onboarding of new trustees.

*Worked-Based (Active) Learning – Presentation by Dr. Jane Bradley, Provost and Vice President of Academic Affairs and Mr. David Grunklee, Dean of Business and Applied Technology*

Dr. Bradley explained that her presentation was about work-based (active) learning for students who are taking credit courses. Dr. Bradley said these students are receiving real work experience in the workplace. Work-based learning is incorporated into career and technical programs through clinical experience and internships/fieldwork. Clinical experience is when students work in cohorts with a Hawkeye instructor in a clinical setting. Internships/Fieldwork is where students work on-site under the supervision of a business employee.
In the spring of 2019, there were 1,218 registered career and technical education students of which 1,128 participated in a work-based experience. Of those students, 553 participated in at least one clinical course, 575 took a work experience course, and 279 took both a clinical and work experience course. There are currently thirty programs that offer work-based learning at Hawkeye.

Mr. Grunklee presented information about the GMT Program. He explained that the students experience a unique blend of traditional classroom, lab and job assignment work in a business setting. The instructor is a GMT employee who has credentials that allow him to teach as an adjunct for Hawkeye. The students are GMT employees and registered Hawkeye students. GMT is now recognized by the Iowa Department of Education and the Higher Learning Commission as a Hawkeye approved site. Students who complete the program will earn a CNC Machine Operator Certificate (19 credits). Hawkeye offers real-time-instruction for the GMT Apprenticeship.

Ownership Linkage
The Board reviewed outcomes of the September 24, 2019 Ownership Linkage meeting held with representatives of various program Advisory Committees. Dr. Holcomb reviewed the responses recorded and highlighted those that best answered the questions needed to obtain ownership linkage. The board requested a summary of highlighted ownership linkage items from all four meetings held with Advisory Committees to review at the upcoming retreat in November.

Ends Items for Decision
None.

Governance Process – Items for Decision
Governance Process – Governing Style
The board reviewed its Governing Style (GP-1) September 24, 2019 board self-evaluation summary and found it to be satisfactory.

Board Planning Cycle and Agenda Control GP-3
The board evaluated itself on its annual fulfillment of Policy GP-11 Special Rules of Order and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-12 Handling Apparent Policy Violations and found itself to be in compliance with the policy.

The board evaluated itself on its annual fulfillment of Policy GP-13 Adoption/Amendment of Policies and found itself to be in compliance with the policy.

Proposed Amendment to Policy GP-10 – Governance Succession Planning
Moved by Mr. Rohlfesen seconded by Mr. McLaughlin that the Board of Trustees approve the first reading of an Amendment to GP-10 Governance Succession Planning policy to change the language of item #2, first bullet as presented. Motion carried unanimously.

Executive Limitations Items for Decision
None.
Board-President Delegation Items for Decision
None.

Monitoring President Performance – Ends & Executive Limitations
Moved by Mr. Nardini seconded by Ms. Webster-Vore that the board has assessed the Ends #1 (Students have knowledge, skills and attitudes for success in their chosen field) Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Moved by Mr. Allan seconded by Mr. Rohlfsen that the board has assessed the Executive Limitations Financial Condition and Activities (EL-5) #1-5 Monitoring Report and determined it demonstrates compliance with a reasonable interpretation of the policy. Motion carried unanimously.

Required Approvals
Moved by Mr. McLaughlin seconded by Ms. Webster-Vore to approve the September 13-October 10, 2019 audited and verified payments made for reasonable and necessary expenses of Hawkeye Community College and to make them a part of the official minutes. Motion carried unanimously.

Adjournment
The meeting adjourned at 7:08 p.m.
Respectfully submitted,

Donna S. McNulty
Assistant to the President
Secretary to the Board of Trustees